

*PROPOSED*  
**FACILITY RENTAL RATES**  
*Proposal January 22, 2008*

\* Red numbers denote current fees

| <u>COMMUNITY MEETING ROOMS</u> |              |                      |                        |
|--------------------------------|--------------|----------------------|------------------------|
| <u>Group Type</u>              |              | <u>1 Hour Rental</u> | <u>Each add'l Hour</u> |
| Non-Profit                     | Resident     | \$15                 |                        |
|                                | Non-Resident | \$30                 |                        |
| Fund Raiser                    | Resident     | \$20                 |                        |
|                                | Non-Resident | \$40                 |                        |
| For Profit                     | Resident     | \$30                 |                        |
|                                | Non-Resident | \$50                 |                        |

  

| <u>MULTI-PURPOSE ROOM</u> |              |                      |                        |
|---------------------------|--------------|----------------------|------------------------|
| <u>Group Type</u>         |              | <u>1 Hour Rental</u> | <u>Each add'l Hour</u> |
| Non-Profit                | Resident     | \$20                 |                        |
|                           | Non-Resident | \$40                 | \$30                   |
| Fund Raiser               | Resident     | \$25                 | \$20                   |
|                           | Non-Resident | \$50                 | \$40                   |
| For Profit                | Resident     | \$30                 | \$25                   |
|                           | Non-Resident | \$60                 | \$50                   |

  

| <u>GYMNASIUM</u>  |              |                      |                        |
|-------------------|--------------|----------------------|------------------------|
| <u>Group Type</u> |              | <u>1 Hour Rental</u> | <u>Each add'l Hour</u> |
| Non-Profit        | Resident     | \$25                 | \$15                   |
|                   | Non-Resident | \$50                 | \$30                   |
| Fund Raiser       | Resident     | \$40                 | \$25                   |
|                   | Non-Resident | \$80                 | \$50                   |
| For Profit        | Resident     | \$45                 | \$30                   |
|                   | Non-Resident | \$90                 | \$60                   |

  

| <u>AUDITORIUM</u> |              |                      |                        |
|-------------------|--------------|----------------------|------------------------|
| <u>Group Type</u> |              | <u>1 Hour Rental</u> | <u>Each add'l Hour</u> |
| Non-Profit        | Resident     | \$35                 | \$25                   |
|                   | Non-Resident | \$70                 | \$50                   |
| Fund Raiser       | Resident     | \$45                 | \$30                   |
|                   | Non-Resident | \$90                 | \$60                   |
| For Profit        | Resident     | \$80                 | \$50                   |
|                   | Non-Resident | \$160                | \$100                  |

| <b><u>PRIVATE PARTY</u></b>             |               |                                          |                               |
|-----------------------------------------|---------------|------------------------------------------|-------------------------------|
| <b><u>Group Type</u></b>                |               | <b><u>1<sup>st</sup> Three Hours</u></b> | <b><u>Each add'l Hour</u></b> |
| Private Party                           | Resident Only | \$500                                    | \$50                          |
| Kitchen                                 |               | \$100 Flat fee                           |                               |
| <b><u>CHILDREN'S BIRTHDAY PARTY</u></b> |               |                                          |                               |
| Resident                                | \$75          |                                          |                               |
| Non-Resident                            | \$100         |                                          |                               |

| <u><b>NEW DAILY FEES</b></u>               |        |                                |                   |                          |
|--------------------------------------------|--------|--------------------------------|-------------------|--------------------------|
| <u><b>Community Mtg Rms</b></u>            |        | <u><b>Multi-Purpose Rm</b></u> | <u><b>Gym</b></u> | <u><b>Auditorium</b></u> |
| NP Resident                                |        | \$170                          | \$175             | \$285                    |
| FR Resident                                | \$400  | \$225                          | \$290             | \$345                    |
| FP Resident                                | \$400  | \$280                          | \$345             | \$580                    |
|                                            |        |                                |                   |                          |
| NP Non-Res                                 |        | \$340                          | \$350             | \$570                    |
| FR Non-Res                                 | \$800  | \$450                          | \$580             | \$690                    |
| FP Non-Res                                 | \$1000 | \$560                          | \$690             | \$1,160                  |
|                                            |        |                                |                   |                          |
| *Fees based on all day use (8 Hours plus). |        |                                |                   |                          |
|                                            |        |                                |                   |                          |
| NP: Non-Profit                             |        |                                |                   |                          |
| FR: Fund Raiser                            |        |                                |                   |                          |
| FP: For Profit                             |        |                                |                   |                          |
| Res: Resident                              |        |                                |                   |                          |

## **NEWUSER TYPE**

### **Non-Profit:**

Any group, organization with a 501-c3; Civic groups (*such as the Lions Club, Jaycee, Women's Club, etc*); Local Churches, Local Government;

### **For Profit:**

Businesses; Commercial Organizations; Individuals for whom proceeds from event constitutes income.

### **Fund Raisers:**

Open to the public; Admission fees charged and/or ticket sales; sales of goods and/or services.

### **Private Parties:**

Wedding receptions, Birthday party, Anniversary, etc.; Groups or Individuals whose events and/or Membership is not open to the public. User must be a Town of Vienna Resident or Vienna Organization (Civic Groups)

## **NEWFACILITY RESERVATION SCHEDULE**

**SPRING:** Applications are accepted on **JANURARY 1<sup>ST</sup>** for reservations beginning **February 1<sup>st</sup> thru April 30<sup>th</sup>**.

**SUMMER:** Applications are accepted on **APRIL 1<sup>ST</sup>** for reservations beginning **May 1<sup>st</sup> thru July 31<sup>st</sup>**.

**FALL:** Applications are accepted on **JULY 1<sup>ST</sup>** for reservations beginning **August 1<sup>st</sup> thru October 31<sup>st</sup>**.

**WINTER:** Applications are accepted on **OCTOBER 1<sup>ST</sup>** for reservation beginning **November 1<sup>st</sup> thru January 31<sup>st</sup>**.

## **NEW FEES AND POLICIES**

### **CLEANING FEES**

Rental fees are based upon each rental being responsible for clean up of trash at the conclusion of the event. Additional fees may be assessed for clean up services; or charged prior to event.

Cleaning Fee:

**\$100** Large Room Event (Gym, Mpr., Aud.)

**\$50** Small Room Event (Meeting rooms, SL, Kitchen)

### **SUPERVISOR FEES**

Any event that requires additional help to set up and or break down will incur a **\$50** fee.

### **POLICIES:**

No booking will be accepted from an individual or organization with an outstanding debt to the Vienna Community Center, nor will any standing bookings be honored until the debt has been paid.

Absent mutually agreeable arrangements made in advance in writing, an individual or organization representative who signs the request for the rental activity and sign rental contract must be present on site for the duration of the rental event, and is responsible and liable for any damages incurred by the group.

Individuals who reside in the Town of Vienna may not rent the facility on behalf of a non-resident individual or organization in order to qualify for a lower rental fee. The exceptions to this rule will be immediate family (mother, father, daughter or son) for weddings or anniversaries. Special exceptions will be brought to the attention of the Director of Parks and Recreation.

Please include set-up and clean-up time in your reservation request.

Use of the Vienna Community Center by user organizations is automatically cancelled when the Community Center must close due to inclement weather or other emergencies. Every effort will be made to re-schedule, however in the event we can't accommodate the renter, we will refund all fees.